

Bridgetown Church

Job Title:

Executive Assistant to
Pastor of Teaching and
Vision

Reports To:

Executive Director

FLSA Status: Non-

Exempt

FT/PT: Full-Time

Bridgetown believes in the participation of all people at every life stage in practicing the way of Jesus. We believe that to be an apprentice of Jesus of Nazareth is to order your life around three goals: be with Jesus, become like Jesus, and do what Jesus did. Our dream is that as we live this way, our lives, our communities, and our city, will be transformed.

Role Summary:

The role of the Executive Assistant (EA) is to provide administrative, clerical and logistical support for the Lead Pastor. The EA serves as the primary point of contact for internal and external communications on all matters pertaining to the Lead Pastor. The EA will proactively anticipate needs and help organize priorities by providing a high level of support to a fast-paced leader. The person will be one who thrives in and enjoys being project liaison to a busy schedule of deliverables, effectively communicates, and will work to display positivity, a problem-solving attitude, positive energy and encouragement to both the Bridgetown staff and community.

This individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The EA will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with a high level of discretion.

This position performs duties such as managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; coordination of meetings, various church events and conferences; arranging complex and detailed travel plans, itineraries, and agendas for both the Lead Pastor and visiting guests to Bridgetown Church.

Primary Responsibilities:

- Support the Lead Pastor
- Coordinate Communication from Lead Pastor
- Management of meetings including preparing agendas, taking minutes, distributing action items, and arranging catering.
- Complex calendar management, scheduling and travel related to work.
- Be highly relational and communicative on behalf of Lead Pastor internally and externally.
- Email management on of Lead Pastor
- Attending in person meetings multiple times per week.



- Assist with hosting and booking out of town guest accommodation and travel arrangements.
- Project and event management
- Weekly expense reimbursement reporting
- In-office responsibilities and ownership – liaise with various office vendors/service providers
- Collaborate with all administrative staff to ensure needs are met across all functions of the church.
- Demonstrate excellent time management skills with a proven ability to meet deadlines.
- Varying professional administrative tasks including, but not limited to: troubleshooting technical issues, ordering supplies, shopping and/or ordering gifts/flowers etc.—minimal personal tasks on occasion
- Understand and adhere to all Bridgetown policies and procedures as established by our board/elders.
- Oversee designated budgets as needed

Key Competencies:

Quality Communication:

The EA must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. This also includes being able to take a large amount of information and summarize it quickly both in writing and orally on a regular basis. You must also be able to track communication (and be very responsive) across multiple channels without losing details. Those channels could include in-person meetings, virtual video calls, Slack messages, text messages and/or emails.

High Level of Discretion:

Since the EA will regularly work with confidential information, discretion and sensitivity is a must.

Team Player:

In addition to working directly with the Lead Pastor, the EA will also work with elders, board of directors and other staff. They'll need to be able to collaborate and communicate well with these team members, maintaining a high level of support and professionalism.

Anticipating Needs:

As a part of our commitment to enabling the Lead Pastor to serve our Bridgetown family to the best of their ability, it is important that the EA strives to anticipate needs understanding their support role is crucial to their success and ability to make the greatest contribution to the organization.

Proficient for Technology:

EA will be a technologically savvy Mac user and willing to learn new technology. Proficiency in the following tech platforms is ideal: Expensify, Slack, Zoom, Google Suite, Monday.com, Microsoft Office Suite etc.

General Expectations:

- Living within character qualifications of 1 Timothy 3v1-13



- Theologically aligned with Bridgetown’s Ministry Philosophy and DNA
- Attempting to Follow Bridgetown’s Rule of Life
- Active in a Bridgetown Community
- Serve on a Sunday gathering team as needed

Minimum Job Qualifications and Requirements:

- Vision driven and action orientated – an inherent desire to achieve exceptional results.
- Responsible self-starter who is highly organized and takes initiative.
- Knowledge and experience using common computer programs and email.
- Excellent interpersonal and communication skills
- An inherent desire to achieve exceptional results
- Ability to perform and prioritize multiple tasks with excellent attention to detail.
- Demonstrate emotional intelligence

Education & Experience Requirements:

- 3-5 years + experience assisting executive level leaders
- Bachelor’s degree preferred
- Valid driver’s license and viable transportation

Physical Requirements:

Sit	Sit frequently
Stand	Stand occasionally, punctuated by opportunity to sit at short, varying intervals
Lift/Carry/Push	Lift up to 15 lbs. regularly and up to 50 lbs. on rarely
Walk	Walk level surfaces frequently
Climb	Walk stairs on an occasional basis.
Hand Dexterity	Frequent requirement for hand dexterity for computer and telephone usage, as well as writing.
Sensory/Vision	Must be able to read clearly.
Hearing	Must be able to hear
Speech/Language	Must have strong command of the English language and be able to be clearly understood when speaking.

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Bridgetown Church reserves the right to revise the duties set forth in this job description at its discretion.

It is our expectation that each staff member will offer his or her services to contribute to



the success of our visions.

